

THE 2004 GOVERNOR'S PUBLIC SERVICE SUMMER INTERNSHIP PROGRAM

PROGRAM INFORMATION

The Governor's Public Service Summer Internship Program was created in 1989 to introduce bright and motivated college students who have demonstrated their abilities through academic and extracurricular achievement to the operations and officials of state government.

Interns are provided the opportunity to work with state agency officials as well as participate in a Speakers Series that features various elected officials, state agency directors, and other government representatives. Previous series have included visits from the Governor, the Lieutenant Governor, the Attorney General, the Superintendent of Public Instruction, Chief Justice of the Supreme Court, and a panel of young executives in State Government.

In addition, students are encouraged to interact with one another regarding their varying experiences and to attend any meetings and forums throughout the government center complex that are open to the public and would enhance their summer experience.

This year's program will run from May 10, 2004 to September 10, 2004. To accommodate several university calendars, students may select their start and end dates from within this time frame. All interns will receive a bi-weekly salary of \$817.00. The majority of positions are located within Marion County, and any relocation or housing expenses are the responsibility of the student. Further questions may be directed to (317) 233-3777.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

- ❖ Visit our website (www.indianastatejobs.org/internships) for a complete list of internship positions.
- ❖ Applications may also be completed at the above website and emailed to intern@spd.state.in.us.
- ❖ **All applicants must have completed at least one year of college.**
- ❖ Applications may be photocopied.
- ❖ Attach a separate sheet of paper if you require additional space for completion of requested information.
- ❖ Applications should be typed.
- ❖ Applications should be mailed to:
Kristin Witherbee, Program Director
Governor's Public Service Internship Program
402 West Washington Street, Room W-161
Indianapolis, Indiana 46204-2261
- ❖ Applications must be **received** (mailed or hand delivered) **no later than 5:00 p.m. on February 20, 2004.**
- ❖ Notification of acceptance/denial will be mailed no later than March 31, 2004.

Personal information requested is to insure equal employment opportunities and is strictly voluntary. It will not be used in any employment decisions unless there is a valid occupational qualification. Under state and federal law, this information may not be used to discriminate against the applicant.

APPLICATION

PLEASE ANSWER THE FOLLOWING QUESTION ON A SEPARATE SHEET OF PAPER:

What knowledge, skills and abilities do you already possess which should be considered during the selection process? Please include school-related activities, educational classes you have completed, and prior work experiences that are related to your preferred agency's type of work.

(OVER)

PERSONAL INFORMATION

NAME _____

SCHOOL ADDRESS _____

HOME ADDRESS _____

FINAL DATE AT SCHOOL ADDRESS _____

TELEPHONE NUMBER AT SCHOOL _____ AT HOME _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

(Used for identification for criminal history check)

WILL THIS INTERNSHIP BE APPLIED TOWARD COLLEGE CREDIT? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? _____

If yes, provide information regarding the conviction (offense, date, sentence) on a separate, attached sheet.

THE FOLLOWING QUESTIONS ARE USED FOR PLACEMENT PURPOSES AND WILL NOT BE USED TO DETERMINE ELIGIBILITY:

DO YOU HAVE TRANSPORTATION? _____ ARE YOU WILLING TO TRAVEL? _____

EDUCATIONAL INFORMATION

WHICH YEAR WILL YOU HAVE MOST RECENTLY COMPLETED BY JUNE 2004:

☐ FRESHMAN ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR ☐ GRADUATE

UNDERGRADUATE INSTITUTION _____

MAJOR FIELD OF STUDY _____ MINOR FIELD OF STUDY _____

COLLEGE GPA _____ / _____ HIGH SCHOOL GPA _____ / _____

EXTRACURRICULAR ACTIVITIES AND AWARDS _____

COMPUTER EXPERIENCE _____

PLEASE ENTER THE JOB NUMBER OF THE POSITION THAT YOU ARE APPLYING FOR: _____ - _____

Note: Job Numbers may be found at www.indianastatejobs.org/internships. You must include a Job Number on each application submitted. An application with no Job Number will not be considered. Please complete and submit separate applications when applying for additional positions.

PRIOR STATE INTERNSHIP EXPERIENCE:

AGENCY _____ YEAR _____

AGENCY _____ YEAR _____

RELATIVES IN STATE GOVERNMENT: IT IS OUR POLICY NOT TO PLACE RELATIVES IN THE SAME AGENCY.

PLEASE LIST BELOW THE NAME OF ANY RELATIVE IN STATE GOVERNMENT AND THE AGENCY IN WHICH SHE/HE WORKS.

NAME _____ AGENCY _____

NAME _____ AGENCY _____

NAME _____ AGENCY _____

DATES OF AVAILABILITY: PLEASE NOTE BELOW WHAT DAYS YOU WOULD BE ABLE TO WORK BETWEEN MAY 10, 2004 AND SEPTEMBER 10, 2004.

START DATE _____ END DATE _____